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OPTIONAL FORM NO. 10

Approved For Release 2001/08/09 : CIA-RDP78-04608A000200010080-4  
UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Logistics Services Division

DATE: 29 March 1963

FROM : Chief, Passenger Vehicle Branch

SUBJECT: Monthly Report-March 1963

## 1. Personnel Action:

a. On 17 March 1963 the following promotions were made:

25X1A9a

(1) [REDACTED], from Dispatcher,  
GS-5 to Dispatcher, GS-6.

25X1A9a

(2) [REDACTED], from Bus Driver,  
W-6 to Dispatcher, GS-5.

25X1A9a

(3) [REDACTED], from Chauffeur, W-5  
to Bus Driver, W-6.

25X1A9a

(4) [REDACTED], from Chauffeur,  
W-4 to Chauffeur, W-5.

25X1A9a

b. [REDACTED] Chauffeur, W-4, EOD with PVB on  
4 March 1963.

25X1A9a

c. [REDACTED] Chauffeur, W-4, EOD with PVB  
on 12 March 1963. All personnel slots are now filled.

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2. Charter Busses:

a. This office chartered busses as shown in the following schedule:

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>PASSENGERS</u>	<u>OFFICE</u>	<u>COST</u>
1 March	1717 H	Hqs. & return	60	00	\$72.00
1 March		Hqs. & return	40		36.00
19 March	Hqs.	& return	40	ORR	36.00
20 March	Hqs.	& return	40	ORR	18.00
21 March	Hqs.	& return	40	ORR	36.00
		TOTALS	220		\$198.00

This service was paid for by the respective office.

3. Commercial Busses:

a. Last month it was reported that the W. V. & M. Coach Co. would not operate a "rush hour" bus between the Pentagon-Rosslyn and Headquarters. They have now agreed to operate one "rush hour" bus on a two week trial basis. This service will be initiated 1 April, providing a Headquarters notice can be distributed before that time.

4. Special Cars:

a. A station wagon and chauffeur was assigned full time to the WE Division for the week 4 March - 8 March. Total overtime required was 13 hours.

5. Special Busses:

a. During this month this office operated Special Bus service for Personnel and OTR. A total of 11 trips were made in which 211 passengers were carried 404 miles. This is over twice last months service.

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25X1A 6. Attached herewith is a statistical report on the Bus and Pool Operations which shows an increase from last months report of [REDACTED] and an increase of 5 car passengers. In per centages this is a 11.1% increase in the bus operation and 00.3% increase in the pool operation. ~~It is to be~~ The Dispatcher serviced all requests for chauffeured sedans this month.

25X1A9a

Distribution:

Orig. & 1 - Addressee  
1 - LSD (Official)  
1 - PVB

OL/LSD/PVB/[REDACTED] (29 March 63)

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